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REQUIREMENTS TO ADVANCE A "CERTIFICATION ACCEPTANCE" OR "SELF-ADMINISTERED" TRANSPORTATION ENHANCEMENT PROJECT AFTER SCOPING

1. Through contact with your MPO/COG, ensure that your project remains addressed in the **Transportation Improvement Plan (TIP)** for the fiscal year when the obligation of the federal funds is anticipated.
2. Coordinate with your ADOT NEPA Planner on the resolution of comments to obtain **environmental clearance** for the project. If the **preliminary engineering phase** includes federal funds, the project should not proceed past the 30% level without having an approved NEPA clearance. If the project is covered by a **SHPO agreement**, send four copies of each staged plans to the ADOT PM for SHPO review and comment.
3. On Local Self-administered projects, coordinate with the ADOT project manager and JPA Branch of ECS on the development of an **intergovernmental agreement** pertinent to the project's development, funding and maintenance.
4. **Sole sourcing** of items is subject to the Federal Acquisition Regulations and approval by ADOT. Additionally, if you plan to use in-house forces for construction and intend to request reimbursement for those costs, a **Finding in the Public Interest** must be submitted for approval in advance of submitting your request for the federal funds for construction. All costs must be fully documented.
5. For Local Self-administration projects, submit copies of the **60% plans, specifications, cost estimate and engineering reports and calculations** supporting the design (Geotech, pavement design, drainage, etc.) to ADOT for staff review.
6. Submit the following documents to the ADOT PM when ready to request the federal funds and authorization for construction:
 - a) **2-copies of the bid package, including special provisions and half-size plans.**
 - b) Right-of-Way and Utility clearance procedures must follow FHWA/ADOT processes. For CA projects, submit a copy of the clearance letters. For SA projects, the sponsoring agency must address the ADOT **Right-of-Way Section and Utility & Railroad Section** to receive the clearances; a clearance memo from each Section is needed before the funding can be requested. Under both procedures, the sponsor's consultant may do the correspondence work, but the clearance letter must be on the sponsoring agency's letterhead.
 - c) **Estimated project cost** including construction administration and contingency costs. Estimate the amount of federal funds at the federal pro-rata share and the local share of matching funds.

ADOT will request the authorization of federal funds on behalf of the project sponsor. An authorization letter will be sent to you documenting the authorization of federal funds. **Do not advertise until you receive the authorization letter** noted above.

6. Upon bid award, submit a copy of the **bid opening report, engineers estimate, and construction contract** to the ADOT project manager. CA agencies shall additionally submit their **Project Agreement Estimate** in FHWA format.
7. Before construction startup, conduct a **partnering session** and pre-construction meeting with the contractor and others to insure proper execution of the contract and effective project administration to achieve a well-built enhancement project.
8. Communicate with the ADOT project manager and ADOT district construction supervisor on progress during construction. Include the ADOT project manager in the distribution of monthly construction progress reports, which are to address major construction issues. Include ADOT and FHWA staff on final inspection for acceptance and dedication ceremonies. Submit a **project closeout document** stating that the project has been completed and accepted by the City, Town or County.
9. To ensure that billings progress in a timely manner, **you must request reimbursement within 12 months from the date the federal funds are authorized. Upon project completion, you must complete your billings within 90 days.** As costs are incurred, but not more than once per month, submit your reimbursement requests to the ADOT project manager on the TE invoice form along with backup data showing **proof of contractor payment**. ADOT cannot participate in any undocumented costs. This is a reimbursable program, so billing must coincide with percentage of work completed. See document "Reasonable Progress Requirements".
10. If during the environmental, design or construction, the approved scope of the project is proposed to change, please send a request for change with justification to the ADOT Project Manager.

END OF DOCUMENT

